

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: August 24, 2007

PAYROLL LETTER #07-014  
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Don Scheppmann, Chief  
Personnel/Payroll Services DivisionRE: **AUGUST 27, 2007 PAYROLL CYCLE**

The State Controller's Office will begin updating employee salary rates for the retroactive July 1, 2007 effective date general salary increase (GSI). An employment history mass update is scheduled to occur on Sunday, August 26, 2007 for the majority of civil service employees receiving the salary increase. The retroactive pay adjustments resulting from the salary increase will be made in the August 27, 2007 (Monday) payroll cycle. The adjustment payments for the 07/2007 and 1<sup>st</sup> half 08/2007 pay periods will have an issue date of 08/28/07. The supplemental green August 2007 master payments will reflect a master payroll issue date of 08/31/07. A Personnel Letter will be issued with further employment history and payroll GSI processing information/instructions.

The release of all outputs from the Monday night cycle will be delayed due to the significant number of retroactive pay adjustments involved. The State Controller's Office Administration and Disbursements Division (ADD) will begin releasing Monday night's payroll on Tuesday, August 28, 2007. However, ADD will release paper warrants first, on a flow basis and agency code by agency code (i.e., departments with multiple agency codes will receive separate warrant packages and potentially at different times). The warrants that are mailed will be sent via the express mail service (i.e., one day delivery). Direct deposit advices will then be released after all the warrants are released.

The above delay will not affect the direct deposit process or the release of payrolls issued in the remaining August 2007 payroll cycles. Other than the supplemental green August 2007 master payments, the direct deposit payments from the Monday night cycle should be posted to the employee accounts on August 30, 2007.

If there are any questions, please contact the Payroll Liaison Unit at (916) 323-3081.

DS:LMS:PMAB